

**Mono County  
Community Development Department**

P.O. Box 3569  
Mammoth Lakes, CA 93546  
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**Building Division**

P.O. Box 8  
Bridgeport, CA 93517  
(760) 932-5430, fax 932-5431  
[www.monocounty.ca.gov](http://www.monocounty.ca.gov)

**CONSTRUCTION APPLICATION**

Please fill in all information accurately and completely to avoid possible delays in processing:

- ☐ Single-family residence   ☐ Living addition   ☐ Remodel   ☐ Garage addition  
☐ Deck/porch   ☐ Accessory buildings   ☐ Electrical/mechanical   ☐ Other \_\_\_\_\_

1. **OWNER** \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

TELEPHONE ( \_\_\_\_\_ ) \_\_\_\_\_ FAX ( \_\_\_\_\_ ) \_\_\_\_\_

JOB SITE \_\_\_\_\_ ASSESSOR'S PARCEL # \_\_\_\_\_

2. **APPLICANT/AGENT** \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

TELEPHONE ( \_\_\_\_\_ ) \_\_\_\_\_ E-MAIL \_\_\_\_\_

3. **CONTRACTOR** \_\_\_\_\_ **OR** ☐ **OWNER/BUILDER**

ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

TELEPHONE ( \_\_\_\_\_ ) \_\_\_\_\_ E-MAIL \_\_\_\_\_

CONTRACTOR LICENSE # \_\_\_\_\_ BUSINESS LICENSE # \_\_\_\_\_

4. **ENGINEER/ARCHITECT** \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

TELEPHONE ( \_\_\_\_\_ ) \_\_\_\_\_ E-MAIL \_\_\_\_\_

5. **PLAN DESIGNER** \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

TELEPHONE ( \_\_\_\_\_ ) \_\_\_\_\_ E-MAIL \_\_\_\_\_

THE APPLICANT WARRANTS THAT the foregoing is true, and if any of this information is found to be incorrect, the permit may be revoked.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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Building Division use: Plan Check # \_\_\_\_\_ Plan Check Fee \$ \_\_\_\_\_ Received by \_\_\_\_\_

## MINIMUM REQUIREMENTS FOR PLAN SUBMITTAL

Submittals CANNOT be accepted without the following applicable items (definitions follow):

### GENERAL:

1. ☐ Completed applications
2. ☐ Structural calculations (2)
3. ☐ Energy calculations (2)
4. ☐ Sets of plans (3); single-family residence (4). Each plan set should include a site plan.
5. ☐ Architect or engineer's stamp
6. ☐ If in a Specific Plan area, incorporate applicable Specific Plan conditions into the project

**\*NOTE:** If required by CC&Rs, submit plan to architectural review board

### SITE PLAN:

7. ☐ Project location and owner information
8. ☐ Compass bearing w/north arrow and site plan drawn to scale
9. ☐ Lot coverage calculation
10. ☐ Location and dimensions of driveway and parking areas
11. ☐ Location of proposed and existing structures
12. ☐ Outside dimensions of proposed structures
13. ☐ Projected roof plan showing pitch of all portions of roof
14. ☐ Setbacks from all structures, projections, propane tanks, etc. to property lines
15. ☐ Lot dimensions and property lines
16. ☐ Existing site topographical contour lines at min. 2' vertical intervals
17. ☐ Project grading, including topography for any proposed cuts or fills
18. ☐ Easements, rights of way, edges of pavement, and adjoining streets
19. ☐ Site section view from center of street through rear of structure noting structure heights
20. ☐ Location of all utilities and points of connection
21. ☐ Location of natural features; i.e., streambeds, lakes, ponds, wet areas/marshes, rock outcroppings

### ARCHITECTURAL/STRUCTURAL PLANS:

22. ☐ Drawn to scale w/scale noted on all sheets and details
23. ☐ Floor plans
24. ☐ Electrical plan
25. ☐ Foundation plan
26. ☐ Framing/Structural plans
27. ☐ Elevations
28. ☐ Section views

*I hereby attest that I have submitted all of the applicable items above.*

\_\_\_\_\_  
Applicant/Owner Signature

\_\_\_\_\_  
Date

*More on back...*

## DEFINITION OF REQUIREMENTS

### GENERAL:

1. **Completed applications:** All projects require a building permit application. Some will also require applications and/or approval from other departments such as Environmental Health, Public Works, etc. The agencies and approvals involved will depend on the type and scope of the project.
2. **Structural calculations:** All new construction and alterations involving adding or modifying structural members require vertical and lateral load calculations. Calculations must be wet stamped and signed by an engineer licensed in the state of California.
3. **Energy calculations:** All new construction and alterations involving adding additional square footage to an existing structure require Title 24 energy calculations.
4. **Plans:** Three complete sets of plans are required for the plan check process.
5. **Architect or engineer's stamp:** All plans must be wet stamped and signed by an architect or engineer licensed in the state of California.
6. **Manufactured home** setup manual and/or specification sheets: Provided by manufacturer.
7. **If in a Specific Plan area,** incorporate applicable Specific Plan conditions into the project.

**SITE PLAN:** The following items need to be included on your site plan. Use the attached site plan as an example.

8. **Project location:** Include the Assessor's Parcel Number (APN) and the street address of the project.
9. **Compass bearing w/north arrow and site plans drawn to scale:** The north arrow should be taken from a compass and the site should be drawn to scale (for example, 1" = 10' or 1" = 20').
10. **Lot coverage calculation:** The lot coverage (measured in square feet) includes driveways, parking areas, building footprints, and any other impervious surfaces.
11. **Location and dimensions of driveway and parking areas:** Include the slope, dimensions and area of all driveways and parking areas. State on the plans if the driveway and parking areas are paved or gravel.
12. **Location of proposed and existing structures:** Show the current location and setbacks of all proposed and existing structures.
13. **Outside dimensions of proposed structures:** Show dimensions and setbacks of all proposed structures included with this permit.
14. **Projected roof plan showing pitch of all portions of roof:** Show the roof slope (4/12, 6/12, etc.) on all roofs and show all eaves.
15. **Setbacks from all structures, projections, propane tanks, etc. to property lines:** Show all setbacks from existing and proposed buildings, including propane tanks, to property lines. The setback is from the edge of the building to the property line.
16. **Lot dimensions and property lines:** Show the width and depth of the lot. The property lines shall be verified in one of two ways:
  - When the structure is less than 20 feet from the required setback:**
    - 1) conclusive proof is required by a survey pin, hub, and/or monument;
    - 2) the proposed structure's footprint has been staked and verified by an architect or engineer; or
    - 3) other conclusive proof acceptable to the building official.
  - When the structure is greater than 20 feet from the required setback:**
    - 1) reasonable proof is required by a survey pin, hub, and or monument;
    - 2) wood stake or rebar stake;
    - 3) the lot is of substantial size and the proposed structure is well within the setback requirements; or
    - 4) survey pins from adjacent lots that are close to the property line in question.
17. **Topographical contour lines at minimum 2' vertical intervals:** Show the slope of the project site.
18. **Topography for proposed cuts or fills:** All proposed cuts and fills shall be included on the site plan. Cuts and fills shall show enough detail and indicate before and after elevations.

19. **Easements, rights of way, edges of pavement, and adjoining streets:** Site plans shall show all recorded easements, rights of way, pavement edges, and or adjoining streets.
20. **Site section view:** Drawn from center of street through rear of structure noting structure heights. This is an elevation, drawn to scale, that shows the location of the centerline of the street, grade or slope of the property, and height of the proposed structure.
21. **Location of all utilities and points of connection:** Show the location and connection points of all utilities.
22. **Location and setbacks to natural features:** Show the setbacks and locations of all streambeds, lakes, ponds, wet areas/marshes, rock outcroppings.

#### **ARCHITECTURAL/STRUCTURAL PLANS:**

23. **Drawn to scale:** Note scale on all sheets and details. The typical scale used for plans, other than the site plan, would be  $\frac{1}{4}" = 1'$ .
24. **Floor plans:** Show details of room, window, door locations and sizes.
25. **Electrical plan:** Show locations of all required electrical outlets, fixtures, smoke detectors, ventilation fans, etc.
26. **Foundation plan:** Detail dimensions, reinforcement, and construction of all footings, stem walls, and footings.
27. **Framing/structural plans:** Thoroughly detail all structural elements as required by the structural calculations. Provide a separate plan for each level (1st floor, 2nd floor, roof).
28. **Elevations:** Exterior views of all sides of the project. Label each view by the direction it faces (north, south, east and west). If the project is located on sloping ground, this should be reflected in these views. If it has not been shown elsewhere in the plans, the finished height of the project must be shown on these views.
29. **Section views:** Provide vertical cut views through the structure sufficient to show typical construction, floor/wall/ceiling heights, etc.